

**Durham County Library**  
**Board of Trustees**  
August 21, 2000

Present: Bessie Carrington, Chair; Douglas Beckham, Carl Hodges, Bill Ingram, Robert Otterbourg, Nancy Wardropper, Board members; Floyd Hardy, Friends Representative; Dale Gaddis, Pam Jaskot, John McConagha, Library staff.

Absent: Lauren Alexander, Ann Craver, Catherine Petroski

The meeting was called to order.

Mr. Beckham was introduced to the Board as the newest member.

A motion was made and seconded to approve the minutes of the June 19<sup>th</sup> Board minutes.

**Communications**

Ms. Gaddis shared a note from County Commissioner Ellen Reckhow about how much she enjoys our website and how up-to date and comprehensive it is. Ms. Gaddis distributed the revised Freedom to Read statement, recently adopted at the ALA meeting.

**Financial Report**

Ms. Gaddis stated the County is still working on completing the accounting for FY00. She said there is some question as to which fiscal year some bills will be charged and this could affect the availability of funds this year, particularly for training and travel.

Mrs. Wardropper asked how much is allocated in the FY01 for the art committee. Ms. Gaddis stated in the approved FY01 Budget, \$1,000 is allocated for art. Mrs. Wardropper asked if the committee wanted to spend more could they? Ms. Gaddis stated yes, they could request increased funding, and if approved, the budget would be amended. In the approved budget for this year, Ms. Gaddis noted that \$22,500 was restored in the consulting line. The \$1,800 for the book drop at the Bragtown branch was deleted. Ms. Gaddis will need to do some reallocations.

Grants: The Library has received three LSTA grants: an enhanced connectivity grant in the amount of \$13,086, a basic equipment grant in the amount of \$10,000, and a Powerful Partners Grant (amount not yet announced). The library has also received funding from Smart Start for the Raise a Reader program.

**Committee Reports**

Development: The committee has not met. Sandy Sweitzer, Development Officer, is working on collecting information from graphic designers and board consultants.

Planning and Budget: The committee met and reviewed the following policies; Gift, Safe Child, Community Bulletin Board, Distribution of Free Publications, Personal Computers and Typewriters. Mr. Ingram reviewed the policy changes for the Board.

*Gift policy:* Ms. Gaddis distributed a new draft of the policy in which the references to other entities (Friends, Foundation) were deleted. This was done on the advice of the County attorney. Mr. Otterbourg made a motion to approve the Gift Policy. The motion was seconded and approved.

*Safe Child Policy:* Staff who are challenged by unattended young children had requested changes in this policy. The purpose is to provide for the safety and well being of children at the library and provide a basis for controlling behavior. The age guidelines are based on Social Services regulations. Mr. Otterbourg made a motion to approve the Safe Child Policy. The motion was seconded and approved.

*Community Bulletin Board Policy:* No changes, the policy was revised to fit the correct format. Mr. Ingram made a motion to approve the Community Bulletin Board Policy. The motion was seconded and approved.

*Distribution of Free Publications Policy:* No substantial changes were made.

Mrs. Wardropper made a motion to approve the Distribution of Free Publications Policy. The motion was seconded and approved.

*Personal Computers and Typewriters Policy:* The change to this policy is the removal of the requirement for a library card to use the equipment. This makes the policy consistent with the Internet policy. Mr. Ingram made a motion to approve the Personal Computers and Typewriters Policy. The motion was seconded and approved.

### **Old Business**

Capital Improvement Plan - Ms. Gaddis reviewed the Capital Improvement Plan (CIP) distributions. The request for the parking lot was eliminated because a parking garage is being planned for another facility that can be used for library parking as well. The allotment for the Main library was decreased.

Ms. Gaddis explained the different types of funding: Pay As You Go – County Commissioners allocate a certain amount each year; Bond – a general obligation bond which requires a bond issue election. The County is planning two bond issue elections, November 2001 and November 2003. The November 2001 bond provides money for the East and North branches and some of the money for Main. It was noted that the year 2001 is a low turnout time for voting and it will be important to work hard to get the public out. Mr. Ingram suggested we have a plan in place because there will be a great deal of competition from other agencies (schools, museum, Durham Tech).

John McConagha and Priscilla Lewis are looking at land for the East and North branches and should be ready to make a recommendation by October.

Sunday hours: Ms. Gaddis stated that the library did not get funded for expanding Sunday hours. A committee has been formed to revisit expanding Sunday hours and provide possible scenarios for the next budget year.

Bylaws Revision: A meeting has been tentatively scheduled with the County Commissioners for September 25<sup>th</sup> at 5pm.

Trustees' Award: The Library Board will present the Trustees Award to a staff member at the November Staff Day. Mrs. Carrington said she would set up a committee to make a selection.

### **New Business**

Mrs. Carrington distributed the results of the Board's evaluations. Seven members responded, one had resigned and one has not been on the Board long enough to respond. Mrs. Carrington gleaned three major points from the Board's input: let the Director do her job, spend less time on little things, and look at the big picture.

The meeting calendar for the Board was approved.

### **Friends Report**

Mr. Hardy reported that the Friends once again had a record-breaking sale - \$11,040 for the summer sale. Mr. Hardy invited all Board members to the next sale to be held the weekend of Sept. 15<sup>th</sup> – 17<sup>th</sup>.

Mrs. Carrington interrupted the meeting to announce that she had just received word that Lauren Alexander, Library Board member, was robbed at gunpoint in the parking lot at 3:30pm, right before the Board meeting. It was the consensus of the Board that Mrs. Carrington should write a letter to the Board of Commissioners to express the Library Board's concern about the security of library facilities and grounds. Mr. Beckham stated that the proposed expansion of the homeless shelter and the proposed parking garage would only worsen the situation. Mr. Ingram noted that the Director did request additional funds for security in the budget, but the request was denied.

**Director's Report**

Ms. Gaddis distributed the statistics for July. Circulation is down except for adult fiction. Mr. Beckham asked how visits are tracked? Ms. Gaddis responded that electronic counters are used.

Ms. Gaddis reported that Southwest Branch would need to be closed on Election Day. The branch is a voting precinct and the election is a presidential one and it will be impossible to handle both library business and voting. Parking especially will be a problem.

Mr. Hodges asked about the statistical report and how we evaluate the information the library is providing. Ms. Gaddis stated we are providing information in various ways, including off site. Mr. Beckham stated when we do our strategic planning we need to look carefully how the library is being used.

**Election of Officers:**

Mr. Otterbourg nominated Mrs. Carrington for a second term as chair. The nomination was seconded and approved.

Mr. Ingram moved that Ann Craver be nominated for Vice Chair and that she be elected by acclamation. The nomination was approved.

A motion was made to go into closed session to review the evaluation of the Director at 5:30pm. The meeting reconvened in open session at 5:35pm. Mrs. Carrington reviewed the items to be covered with the board of Commissioners at the September 25 meeting: 1) Capital Improvement Plan, 2) Budget and Security, 3) Bylaws Change.

Meeting was adjourned at 5:45pm.

Respectfully submitted,  
Dale Gaddis